



**BLOOMINGTON INVESTMENT INCENTIVE FUND
BUSINESS DISRUPTION BRIDGE LOAN FUND
APPLICATION CHECKLIST**

1. Completed Loan Application
 - ☐ General Information
 - ☐ Proposal
 - ☐ Proposal Finances & Readiness
 - ☐ Personal Finances (one for each individual with 20% or greater ownership)
 - ☐ Signed Certification
 - ☐ Signed Credit Report Authorization and Release

2. Attachment A. Financial Data
 - ☐ Financial history in the form of a profit/loss statement and balance sheet for the previous three years to the present
 - ☐ Cash flow chart
 - ☐ Earnings, projections, and potential return to investors
 - ☐ Current aging schedule of accounts payable/receivable

3. Please submit above documents to:

City of Bloomington
Economic & Sustainable Development Department
P.O. Box 100
Bloomington, IN 47402

Contact: Adam Wason, Assistant Director for Small Business & Sustainable Development
Phone: 812-349-3418
Fax: 812-349-3520
Email: wasona@bloomington.in.gov



**BLOOMINGTON INVESTMENT INCENTIVE FUND
BUSINESS DISRUPTION BRIDGE LOAN FUND
APPLICATION – PART 1
GENERAL INFORMATION**

Rev. 2010

Please attach additional sheets if necessary.

Date of application:	
Applicant name(s):	
Applicant phone:	
Applicant address:	
Applicant email:	

If the applicant and business or not-for-profit enterprise are not one and the same, please provide business/not-for-profit contact information.

Business/enterprise name:	
Phone:	
Address:	
Email:	

Total amount requested:

Loan Eligibility:

- Please list the City of Bloomington project causing loss of sales and revenues to your business.

Number of months your business has been in operation at the affected site prior to the start of the City of Bloomington project:	Months
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Type of business:	Retail
Start-up date:	
Legal structure:	Sole Proprietorship
Incorporation date:	State:
Federal Tax ID #:	NAICS code:

Principal Owners, Partners, Stockholders with 20% or more ownership in the business

Name	Position	Percent Ownership

List the hours of operation for the business.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

1. Is your business current on all local, state, and federal taxes? Yes ☐ No ☐

If not, please explain.

2. Please list any professional support personnel related to the business.

Professional Support Personnel (i.e. attorney, accountant, bank representative, etc.)			
Name:	Address:	Phone:	Occupation:
Name:	Address:	Phone:	Occupation:
Name:	Address:	Phone:	Occupation:
Name:	Address:	Phone:	Occupation:
Name:	Address:	Phone:	Occupation:



**BLOOMINGTON INVESTMENT INCENTIVE FUND
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APPLICATION – PART 2
PROPOSAL**

Business Description

Location and Facility Description:

Products and/or Services Offered:

Briefly describe your business goals:

Staffing Plan:

	Current number of employees	Hourly rate range	Hours worked per week
Part-time			
Full-time			
Family/Volunteer			
Applicant(s)			

Marketing Strategy:

Briefly describe your marketing strategy.

Financial Data

Please attach the following as Attachment A:

1. Financial history in the form of a profit/loss statement and balance sheet for the previous three years to the present
2. Cash flow chart
3. Earnings, projections, and potential return to investors
4. Current aging schedule of accounts payable/receivable

Please briefly describe the loss your business has suffered due to the City of Bloomington project and how you plan to utilize the loan proceeds.



**BLOOMINGTON INVESTMENT INCENTIVE FUND
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APPLICATION – PART 3
PROPOSAL FINANCES**

Budget / Permissible Uses of Funds:

Use of Funds	Amount
<input type="checkbox"/> Rent or	\$
<input type="checkbox"/> Mortgage Payment	
Utility payments	\$
Payroll	\$
Other unavoidable expense necessary to maintain minimum operating level Please define:	\$
Other unavoidable expense necessary to maintain minimum operating level Please define:	\$
Other unavoidable expense necessary to maintain minimum operating level Please define:	\$
TOTAL LOAN REQUEST <i>Maximum loan request is \$35,000.</i>	\$

- Please provide sales figures and expenses required to generate those sales for the current time period in which the business has experienced economic distress due to the project, along with sales figures and expenses for the same time period in the prior calendar year.

Sales Figures	Expenses required to generate those sales	Time Period
\$	\$	
\$	\$	

- Please provide forecasted expenses and revenues for one year following the granting of this loan.

Month, Year	Revenues	Type and Amount of Expenses
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
10.	\$	\$
11.	\$	\$
12.	\$	\$

Security / Guarantees / Collateral

Please list types and fair market value of the collateral or other repayment sources (accounts receivable, guarantees, etc.)

Description	Available Collateral
<input type="checkbox"/> Mortgage against real estate with at least 20% equity remaining after total project financing is secured. Name of bank:	\$
<input type="checkbox"/> Lien against cash value of life insurance	\$
<input type="checkbox"/> Lien against a Certificate of Deposit Account	\$
<input type="checkbox"/> Lien against qualified equipment Type of equipment:	\$
<input type="checkbox"/> Other form of security Please describe.	\$
<input type="checkbox"/> Other form of security Please describe.	\$
TOTAL	\$

3. Please provide your proposed repayment schedule.



• **BLOOMINGTON INVESTMENT INCENTIVE FUND
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APPLICATION – PART 4
PERSONAL FINANCES**

This section must be completed on an individual basis for all principal owners, partners, or stockholders with 20% or greater ownership in the business applying for this loan. Please attach additional sheets if necessary.

Full name:			
Residence address:			
Phone:		Email:	
Present employer:			

Assets		Liabilities	
Cash on hand and in banks	\$	Loans Owed	\$
Accounts & Notes Receivable	\$	Real Estate Mortgages	\$
Real Estate Owned	\$	Credit Card Balances	\$
Securities Owned	\$	Taxes Payable	\$
401(k) & IRAs	\$	Other Liabilities (please list)	
Automobile (present value)	\$		\$
Life Insurance	\$		\$
Other Personal Property	\$		\$
Other Assets (please list)			\$
	\$		\$
	\$		\$
	\$		\$
TOTAL	\$	TOTAL	\$
Sources of Income		Contingent Liabilities	
Salary	\$	As Endorser or Co-Maker	\$
Real Estate Income	\$	Legal Claims & Judgments	\$
Net Investment Income	\$	Provision for Federal Income Tax	\$
Other Income	\$	Alimony/Child Support	\$
		Other Special Debt	\$

Address		Year Acquired	
Type of Property		Present Value	\$
Title in name of		Mortgage Balance	\$
Mortgage holder		Monthly Payment	\$

Address			Year Acquired	
Type of Property		Present Value	\$	
Title in name of		Mortgage Balance	\$	
Mortgage holder		Monthly Payment	\$	

1. Have you (or your business) ever filed a petition for bankruptcy or creditor protection? Yes ☐ No ☐

Month of filing: _____ Year of filing: _____ State _____
Filing: _____

- Business Disruption Bridge Loan Fund Application*



**BLOOMINGTON INVESTMENT INCENTIVE FUND
BUSINESS DISRUPTION BRIDGE LOAN FUND
CERTIFICATION**

The loan applicant herein certified that:

- To the best of the applicant's knowledge and belief, the data presented in this loan application is true and correct, and is provided for the purpose of obtaining or maintaining credit.
- The purpose described in this application has been duly and legally authorized by the applicant.
- Upon approval of the funds requested, the applicant is willing and is duly and legally authorized to enter into a legally binding loan commitment and will comply with all of the provisions and conditions of any loan agreement.
- The applicant hereby authorizes the Loan Review Committee, its authorized agent and representatives, to investigate the applicant's credit worthiness, credit capacity, or business affairs.
- The applicant hereby authorizes any person, business, and/or financial institution having information pertaining to the applicant's credit worthiness credit capacity, or business affairs to release the same to the Loan Review Committee, its authorized agents or representatives.
- The applicant agrees to hold harmless the City of Bloomington, its officers, agents, and the City of Bloomington Loan Review Committee members and their respective organizations from liability as a result of actions and outcomes taken during or after the loan review process.
- I further certify that the individual(s) applying for the Business Investment Incentive Loan Fund are not in arrears on any payments, fees, charges, fines or penalties owed to the City of Bloomington, Indiana, including, but not limited to, City of Bloomington Utilities, Bloomington Transit, and any other City of Bloomington departments, boards or commissions.

Applicant

Co-applicant

Enterprise name:

Enterprise name:

By (Applicant's signature)

By (Co-applicant's signature)

Printed name:

Printed name:

Title:

Title:

Date:

Date:

Please return this completed application and appropriate attachments to:

City of Bloomington
Department of Economic & Sustainable Development
PO Box 100
Bloomington, IN 47402

CREDIT REPORT AUTHORIZATION AND RELEASE

Authorization is hereby granted to the City of Bloomington to obtain a standard factual data credit report through a credit reporting agency chosen by the City of Bloomington.

My signature below authorizes the release to the credit-reporting agency a copy of my credit application and authorizes the credit-reporting agency to obtain information regarding my employment, savings accounts, and outstanding credit accounts (mortgage, auto loans, personal loans, charge cards, credit unions, etc.) Authorization is further granted to the reporting agency to use a photo static reproduction of this authorization if necessary to obtain any information regarding the above-mentioned information.

Any reproduction of this credit report authorized and release made by reliable means (for example, photocopy or facsimile) is considered an original.

1. _____

Borrower's signature

Date:

Social Security Number:

2. _____

Borrower's signature

Date:

Social Security Number:
